

<b>PRINT FEATURES</b> Guide readers through the patterns of organization	
Feature	Helps the Reader...
Table of Contents	Identify key topics in the book and the order they are presented in.
Index	See everything in the text listed alphabetically, with page numbers.
Glossary	Define words contained in the text.
Preface	Set a purpose for reading Get an overview of the content.
Pronunciation Guide	Say the words
Appendix	By offering additional information

<b>Illustrations</b> Expand the meaning of the text	
Feature	Helps the Reader...
Photos	Understand exactly what something looks like.
Drawings	Understand what something could or would have looked like.
Magnification	See details in something small.

<b>Organizational Aids</b> Helps readers find important information	
Feature	Helps the Reader...
<b>Bold Print</b>	By signaling the word is important and/or found in the glossary.
<b>Colored Print</b>	Understand the word is important.
<i>Italics</i>	Understand the word is important.
Bullets	Emphasize key points/ concepts.
Titles	Locate different categories in the text.
Headings	Identify topics throughout the book as they skim and scan.
Subheadings	Navigate through sections of text.
Captions	Understand a picture or photograph.
Labels	Identify pictures or photographs and/or its parts.
Sidebars	Gather additional or explanatory information.

<b>Graphic Aids</b> Represent information in some specific way	
Feature	Helps the Reader...
Diagrams	Understand a more detailed or simplified view of information.
Flow Diagrams	Understand a complex sequence of movements or actions.
Sketches	Visualize an important concept.
Comparisons	Understand the size of one thing by comparing it to the size of something familiar.
Graphs	Understand relativity between elements.
Figures	Combine best information with graphical aids.
Maps	Understand where things are in the world.
Charts/Tables	Summarize/Compare information.
Cross Sections	Understand something by looking at it from the inside.
Overlays	Understand additional information.
Time-lines	Understand the sequence of time.